

ORDER OF BUSINESS

A. Unfinished Business

1. Suggestion No. 2476 - Report by [REDACTED] 25X1A  
Chief of Personnel Procurement Division, and Mr.  
[REDACTED], Chief of Clerical Recruitment  
Branch. (Brief of suggestion is in 27 September  
1955 Agenda)

25X1A

*Disapproved*

ILLEGIB

Suggestion No. 970 - Report by [REDACTED] 25X1A  
particularly on the recommended distribution  
of the award within Commo.

Suggestion No. 2401 - Discussion by [REDACTED]

25X1A

ILLEG

Report by [REDACTED] 25X1A  
No  
Suggestion No. 2502 - (Brief in 27 September  
1955 Agenda) Chairman/SA Committee has agreed  
with Chairman/Honor Awards Board that SA  
Committee should take action on this case.  
After Committee discussion, method of grant-  
ing award to be worked out by Executive Secretary,  
OP/Bertha Bondi and representatives of OTR.

B. New

1. Agenda

ILLEGIB

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CONFIDENTIAL

Suggestion No. 1289

Date of Suggestion: 15 October 1954

25X1A

[REDACTED] Office of Reports and Research GS-5

A. Summary of the Suggestion:

Suggester proposes the adoption and use of Top Secret Control Card Form No. 516.

B. Executive Secretary's report of this case:

The original evaluation of this Suggestion was made in November 1954 by Top Secret Control and turned down for the reason, "This suggestion is not satisfactory for Agency-wide adoptability".

The suggestion was closed out in August 1955 as a non-adoption.

In April 1956, the suggester advised SAS that ORR was using the idea of her suggestion. SAS asked Top Secret Control to re-evaluate the suggestion.

Top Secret Control made an evaluation in July 1956 and again recommended non-adoption.

DD/I made an evaluation in August 1956 and stated that Form No. 516 has proven very useful to top secret control function within ORR. It has increased the efficiency of the top secret control clerk and permitted her to assume additional responsibilities in the section. This resulted in the saving of ten to fifteen per cent of her time. (GS-5, \$3670 per annum)

C. Recommendation of the Executive Secretary:

Approval. Cash award of \$30 for tangible savings of \$550.50 annually (based on the TS Control clerk in DD/I being able to assume 10-15% more duties by adoption of this idea) Saving estimate based on 15% because of additional by-product benefits including simplification of TS Control work in ORR.

W30  
ff

CONFIDENTIAL

CIA INTERNAL USE ONLY

24 October 1956

Suggestion No. 1617

Date of Suggestion: 4 March 1956

STATINTL

[REDACTED] Office of the Comptroller Supervisor GS-6

A. Summary of the Suggestion:

Elevation of typewriters by desk trays or some other means to allow a more natural position for typists. This would reduce fatigue and increase the efficiency and productivity of the typist.

B. Evaluation of the concerned Office:

Records Management Staff has adopted this idea, and has requested the Supply Division to stock 100 "typewriter lift boxes" and when they are available to publish a pamphlet to promote their use.

RMS states that it is impossible to determine the benefits of this suggestion until the boxes have been used in sufficient quantity, but recommends nominal award now with provision for granting an additional award should one be justified after "testing". Final evaluation is expected by end of 1956.

C. Recommendation of the Executive Secretary:

ILLEGIB

Approval. Award of \$10 to \$25 based on intangible benefits. Additional award to be granted at a future date if justified.  
[REDACTED]

CIA INTERNAL USE ONLY

*Nov 56 agenda*

SECRET

Suggestion No. 2078

Date of Suggestion: 12 October 1956

25X1A [REDACTED]

A. Summary of the Suggestion:

Suggester designed an incinerator for use at an Overseas Field Station.

B. Executive Secretary's Report of this case:

25X1A

[REDACTED] Chief, Commo Security Division evaluated the idea. Briefly he stated the incinerator proposed was put in use and is doing the job. Recommends a nominal award based on intangible benefits.

C. Recommendation of the Executive Secretary:

Approval. Award of \$50 based on intangible benefits.

*OK w #30*

SECRET

CIA INTERNAL USE ONLY

Suggestion No. 1836

Date of Suggestion: 25 Nov 1955 24 October 1956

STATINTL

Office of Deputy Director of Intelligence  
Admin. Asst. GS-12

A. Summary of the Suggestion:

Recommend placing candy, cigarette, and "coke" vending machines in Administration Building, West Wing, first floor.

B. Evaluation of the Concerned Office:

The Office of Logistics in October 1956 stated the following:

"The Office of Logistics advised us that the Vending Machines had been installed after the Office of Security had arranged for escort procedures for servicing the machines.

Logistics recommended that the suggester be recognized for the suggestion as it has been adopted."

SAS Note:

The suggestion was submitted in 1955 and disapproved as recommended by OL due to the security hazard of servicing the machines.

Further follow-up with [REDACTED] reveals the suggestion was put into effect as a result of a request by a member of the DCI Staff. [REDACTED] recommendation for award was based on a known morale factor if suggester is not recognized.

STATINTL

STATINTL

STATINTL

*OK'd [Signature]*  
Letter of appreciation based on recommendation of Mr. [REDACTED]  
[REDACTED] No cash award is recommended, because the improvement did not stem from her suggestion per [REDACTED] of RE&C Div./OL

STATINTL

#10 award.

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SECRET

Suggestion No. 2343

Date of Suggestion: 27 April 1956

25X1A

[REDACTED] Office of Comptroller      Fiscal Accountant  
Assistant GS-9

A. Summary of the Suggestion:

Suggestion is attached to 2 August 1956 Agenda.

B. Evaluations of the Office concerned:

Evaluations of the Office of Comptroller dated 27 June 1956 and 20 July 1956 are attached to 2 August 1956 Agenda.

SA Note:

At the 2 August 1956 Committee meeting the suggestion was deferred at the request of [REDACTED] who felt that greater savings were involved.

25X1A

A re-evaluation by the Office of the Comptroller is attached.

C. Recommendation of the Executive Secretary:

Approval. Award of \$165. \$90 for tangible savings of \$2600 plus intangible savings of \$75 (local application slight to moderate degree of benefit).

OK'd #165  
plus some overtime

SECRET

EVALUATION OF EMPLOYEE SUGGESTION		SUGGESTION NUMBER 2343
TO: EXECUTIVE SECRETARY, INCENTIVE AWARDS COMMITTEE	FROM: Chief, Technical Accounting Staff; Office of the Comptroller	
ACTION RECOMMENDED		
INDICATE ACTION RECOMMENDED BY RECOMMENDED BY	1. ADOPT FOR USE. (DATE ADOPTED _____) 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)	
PLACING ACTION NUMBER IN BOX	3. DISAPPROVED FOR ADOPTION. 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION. 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____) 6. OTHER (SPECIFY BELOW)	
	7. REFER SUGGESTION TO (OTHER COMPONENT)	
REASONS FOR RECOMMENDATION		
<p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) elimination savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the areas which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.</p>		
<p>1. In response to your request of 4 September 1956, Employee Suggestion No. 2343, to expedite preparation of Finance Division posting documents for Machine Records Division processing has been reexamined, with particular attention being given to the intangible benefits which might accrue to the Agency from adoption of the suggestion.</p>		
<p>2. Intangible advantages were described in paragraph 3 of the 27 June 1956 statement of evaluation and were given an evaluation on 20 July 1956.</p>		
<p>3. The suggestion refers to intangible savings in other Sections within the Accounts Branch and to savings to Budget Officers in other components of the Agency, due to reduction of transcription errors. However, reduction of transcription error is a rather nebulous problem on which to make a determination with any degree of accuracy. The extent of such savings has, nevertheless, been examined again and the additional information obtained indicates that this phase of the suggestion may have somewhat broader application than previously stated.</p>		
<p>4. Several budget officers were requested to give an estimate of the advantages (savings in man-hours) which might accrue to them as a result of adoption of the suggestion and elimination of transcription type errors in their accounting statements. Three of the four officers stated that there would be little effect as most adjustments were made for other reasons. The other officer indicated that for his purposes there would be some advantage because several adjustments had to be prepared for transcription errors. The information obtained seems to indicate that not too many transcription errors occurred or that if errors were more frequent than shown, the errors were not being detected by the budget officers and corrections made. If this latter situation is true, (i.e. errors made but not corrected) then the elimination of transcription errors would improve the accuracy of the accounting records, regardless of whether errors were detected and corrected or not.</p>		
		<input checked="" type="checkbox"/> CONTINUED ON ATTACHED SHEET
DATE	SIGNATURE OF EVALUATING OFFICIAL (TYPE NAME AND TITLE)	

EVALUATION OF EMPLOYEE SUGGESTION		SUGGESTION NUMBER 2343
TO: EXECUTIVE SECRETARY, INCENTIVE AWARDS COMMITTEE	FROM: Chief, Technical Accounting Staff, Office of the Comptroller	
ACTION RECOMMENDED		
INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX	1. ADOPT FOR USE. (DATE ADOPTED _____) 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW) 3. DISAPPROVED FOR ADOPTION. 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION. 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____) 6. OTHER (SPECIFY BELOW) 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)	
REASONS FOR RECOMMENDATION		
<p>In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.</p> <p>5. Budget Officers contacted were generally quite complimentary to the job being done by the Voucher Preparation Section, especially on the allotment verification function. This situation should be further improved with complete implementation of the suggestion and is another intangible benefit.</p> <p>6. The information obtained cannot be interpreted as conclusive one way or another on the extent of transcription errors due to the old methods. However, in order to give the advantages of the suggestion any benefit of doubt, the "intangible" advantages have been reevaluated as having local extent in their application and as being of slight to moderate benefit to the Agency. These terms are in accordance with the terms and definitions stated in guidance chart previously furnished this office.</p> <p>7. This evaluation supersedes the statement of 20 July 1956 and may be of assistance to the Awards Committee in determining an appropriate award for the suggestor in addition to an award as may be justified on the basis of the cash savings stated on 27 June 1956.</p>		
DATE	SIGNATURE OF EVALUATING OFFICIAL (Type Name and Title) 	
CONTINUED ON ATTACHED SHEET		
25X1A		

SECRET

Suggestion No. 2485

Date of Suggestion: 14 August 1956 25 October 1956

25X1A [REDACTED] Office of the Comptroller Finance Assistant GS-7

A. Summary of the Suggestion:

Suggester proposes that arrangements be made with IBM so that each employee card of an employee under contract will be punched with the termination date of the contract. This will reduce the no. of overpayments of contract employees.

B. Evaluation of the Concerned Office:

The Office of the Comptroller on 19 October 1956 stated the following:

"The suggestion was not adopted as submitted. The problem of overpayments resulting from failure to stop salary payments upon termination of a contract has been the subject of much discussion by Finance Division. Possible solutions to the problem have been almost a constant subject of review and discussion. Review of the suggestion at this time might have indirectly contributed to development and adoption of the card index of contract termination dates. It is difficult to say whether the suggestion was a contributing factor because of the intensive efforts made to resolve the problem.

"Any benefits or savings which may accrue to the Agency from use of the card index are quite intangible and cannot be specifically evaluated. There is no set pattern of overpayments resulting from overlooking termination dates in the payroll process which would permit a determination of a given savings. Of course, any savings, large or small, would be advantageous. In the absence of a better yardstick, the suggestion may be qualified as of "slight" degree of benefit, and of "limited" extent of application, in accordance with standards established for intangible benefits."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10 to \$25 based on intangible benefits (slight benefit-limited application)

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19 October 1956

MEMORANDUM FOR: Executive Secretary  
Suggestion Awards Committee

25X1A ATTENTION : [REDACTED]

25X1A SUBJECT : Award for [REDACTED] 25X1A

REFERENCE : Memorandum to Executive Secretary,  
Suggestion Awards Committee, from  
Deputy Director/PPS/OS, same subject,  
dated 2 October 1956 (with attachments)

25X1C 1. Review of available information in this office reflects that Agency representatives previously discussed with the appropriate officials of the [REDACTED] possible personnel problems regarding employees of that installation.

25X1C 2. It is strongly recommended that the procedure for handling suggestions emanating from this installation be discussed with the appropriate [REDACTED] representatives. If you prefer, this office is prepared to assist you in the preliminary discussions.

25X1A [REDACTED]

Chief, Official Cover & Liaison, CCB

25X1A

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Next 1 Page(s) In Document Exempt

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Suggestion No. 2515 16 October 1956

Date of Suggestion: 7 September 1956

STATINTL

[REDACTED] Office of Research & Reports  
Secretary GS-5

A. Summary of the Suggestion:

Suggester proposes that employees be encouraged to return supplies to the supply room and that Agency policy be formulated so that personnel in the supply room be required to hand out returned materials before touching new items. She related an incident where she attempted to return some used items to the Supply Clerk, and he suggested that she throw them away as he would be unpopular if he tried to hand out used items.

B. Evaluation of the Concerned Office:

The Office of Logistics on 27 September 1956 stated the following:

"The policy of the Building Supply rooms is to issue used materials from their stocks prior to issue of new items. While it is regretful that the incident discussed in this suggestion occurred, it is encouraging when persons encountering such a condition take the time and effort to inform this office.

"This suggestion is presently in effect. Quite naturally, in large supply efforts with many supply rooms effecting issues, someone either does not get the word or else grows lax in performing his duties. It has always been policy to return to the Supply Rooms those materials which are not being used, or for which the need no longer exists. This is especially true for items in condition to be reissued. This policy is of course conditioned upon the material being of a type and quantity where the cost of processing, separating and reissue does not exceed the cost of new material. Were we not to make this stipulation, much effort would be expended to little avail and we would be guilty of improper management. A note to this effect will be placed in the next issue of the Supply Bulletin which is published to inform personnel of current administrative items in the supply system, and to emphasize various tenets of supply discipline which have common applicability to all employees.

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"Please express our gratitude to the suggestor for bringing this regretful instance to our attention, and our apologies for any embarrassment our clerk may have caused."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10 to \$25 for intangible benefits. Our recommendation is contrary to recommendation of Office of Logistics. However, the suggestion did stimulate thought on a problem, and as a result, this subject will be discussed in the next Supply Bulletin. Although this idea is stated to be standard operating policy in OL, if the suggestor is believed, it appears that the OL policy is not known by the Building Supply Officers who must be the implementers of such a policy if it is to work.

Benefit directly stemming from the suggestion should result from the reminder to all Administrative Officers and other recipients of the Supply Bulletin that this is the Agency's policy on conservation of supplies. A policy approved by top management but unknown at the working level cannot be considered as truly "S.O.P." No suggestion for change can be submitted without at least implying that there is room for improvement in present system. Unless Agency officials are willing to entertain and recognize critical suggestions, they will soon discourage any ideas from employees. Turning down such critical ideas will affect adversely our employees' participation in the Suggestion Awards Program.

OK #10

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Suggestion No. 2535

Date of Suggestion: 20 September 1956

25 October 56

STATINTL

WH Intelligence Asst. GS7

A. Summary of the Suggestion:

Suggester proposes the adoption of the following to expedite name checking in RI:

- a. That RI initiate the practice of indicating sex (M or F) when indexing names.
- b. That this identifying information be required on Form 362 "Name Check and/or Document Request Service".

B. Evaluation of the Concerned Office:

The Chief, RI on 17 October 1956 stated the following:

"RI has had procedural instructions in effect for some time where data indicating sex is entered on index cards. This is accomplished by typing on the index cards honorific titles denoting sex, e.g., Mr., Mrs., Miss, Mlle, Mae, M., etc. in all languages; maiden or nee names; relationships indicating sex, e.g., father, mother, sister; also names in certain ethnic groups indicate sex by the surname ending. It is not always possible to indicate sex on index cards as it cannot be determined from the content of a report or from the individual name. However, this could be corrected through refinements in reporting methods.

"While the suggestion has made no contribution to existing procedures, it has reminded RI of the possible importance of sex for identification purposes and provisions are being made for this information on at least two of the standard forms used in RI for name checking, etc.

SUGGESTION AWARDS STAFF NOTE

STATINTL

Follow up with [REDACTED] DC/RI on 24 October 1956 revealed that the benefits are intangible. He recommends award of \$15.00 (slight benefit limited application)

C. Recommendation of the Executive Secretary:

Approval. Award of \$15.00 based on above recommendations of DC/RI

*All disapproved*

CONFIDENTIAL

Suggestion No. 2402

16 October 1956

Date of Suggestion : 15 June 1956

25X1A

[REDACTED] Management Staff, DD/S O&M Examiner  
GS-13

A. Summary of the Suggestion:

Suggerter proposes that the current Agency open-type bulletin boards be replaced with glassed in controlled bulletin boards. The use of controlled type bulletin boards would prevent the present practice of "anonymous", many times objectionable type postings. Effective communications via bulletin boards can only be achieved through a truly controlled posting system whereby all material can be centrally screened and evaluated as to content, purpose, security, etc.

B. Evaluation of the Concerned Office:

The Office of Personnel on 12 September 1956 stated the following:

"Eight control over Agency bulletin boards would of course preclude unauthorized postings. It is debatable whether such events are in themselves so serious as to warrant the expenditure of time and money which would be required to establish and maintain such control. It is our view that they are not. Further, this Office is not staffed to the point at which it can afford to assign one employee solely to the bulletin boards--which would be required to implement the system proposed.

"We would defer to the views of the Office of Security with respect to the security hazards in the present system. It would seem to us that each member of the Agency is obliged to accept his individual responsibility for the application of security rules and that disregard of security considerations in this area is as serious as in any other.

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Suggestion No. 2402  
Continued

"We are pleased to receive suggestions for improving the bulletin boards because of their importance as one of a very few means of Agency-wide management-employee relations. It is unfortunate that the suggestions at hand depend upon the assignment of manpower that simply is not available for this purpose. It is our hope that the control and use of our bulletin boards can be effectively centralized when we relocate to the new building."

SA NOTE:

25X1A

Office of Security, [REDACTED], concurs with Office of Personnel's evaluation. They further feel that when the new building is set-up then perhaps controlled bulletin boards will be in order.

C. Recommendation of the Executive Secretary:

Disapproval

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Suggestion No. 2429

16 October 1956

Date of Suggestion: 4 July 1956

STATINTL

[REDACTED] Office of Training Plans Officer GS-11

A. Summary of the Suggestions:

Attached

B. Evaluation of the Concerned Office:

The Office of Personnel on 12 September 1956 stated the following:

"Tight control over Agency bulletin boards would of course preclude unauthorized postings. It is debatable whether such events are in themselves so serious as to warrant the expenditure of time and money which would be required to establish and maintain such control. It is our view that they are not. Further, this Office is not staffed to the point at which it can afford to assign one employee solely to the bulletin boards--which would be required to implement the system proposed.

"We would defer to the views of the Office of Security with respect to the security hazards in the present system. It would seem to us that each member of the Agency is obliged to accept his individual responsibility for the application of security rules and that disregard of security considerations in this area is as serious as in any other.

"We are pleased to receive suggestions for improving the bulletin boards because of their importance as one of a very few means of Agency-wide management-employee relations. It is unfortunate that the suggestions at hand depend upon the assignment of manpower that simply is not available for this purpose. It is our hope that the control and use of our bulletin boards can be effectively centralized when we relocate to the new building."

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY  
Suggestion No. 2429  
Con't.

SA NOTE:

STATINTL

Office of Security, [REDACTED], concurs with Office of Personnel's evaluation. They further feel that when the new building is set-up then perhaps controlled bulletin boards will be in order.

C. Recommendation of the Executive Secretary:

Disapproval

1. You have on file my previous suggestion concerning the Agency Communication System Employee Bulletin Boards. (Suggestion No. 950)

2. I understand that the Office of Personnel now has underway a survey of the boards - some 60 of them throughout all of the Agency buildings - with the prospect of reducing their number, and possibly re-positioning certain of them. I am sure you agree that this move is a positive step in the right direction; however, I believe that the matter requires action of a different, and more productive, nature.

3. I am told that one (1) individual, in the Office of Personnel, has been expected to service these 60 boards, policing them and keeping them up-to-date with current material on a first-of-the-month basis, throughout the buildings of the Agency. If the boards are to effectively service the needs of the Agency public - buy, sell, travel, rent, etc., employee messages must have a wide, i.e., 60-board, distribution; local, self-posted distribution, on boards located in the employee's immediate vicinity, is about as effective as an ad in the Office of Personnel Newsletter - the audience is severely limited to the "home folks", and the rest of the Agency public never sees it, and cannot take advantage of it.

4. Furthermore, under the present system of local, self-posting, I daresay that a significant number of Agency employees are not complying with the instructions on Form 478, BULLETIN BOARD NOTICE, 1 March 55. And isn't this understandable, human beings being as they are? For instance: why comply with provision 1. on that form - what does the Employee Services Division do with the original copy, file it? And if so, to what purpose, insofar as service to the individual is concerned? Provision 2. - necessary, of course, but does any Agency Security Officer ever examine these boards, which certainly can be considered a security hazard, under the present system? And provision 3. - I daresay that the Employee Services individual responsible for the task of maintaining these boards will testify to the fact that Agency employees are not, in general, removing their ads "upon completion of the transaction or 30 days after posting, whichever is earlier." From my own personal observation, I suggest that this provision is simply unrealistic and, literally, unworkable.

(please continue - reverse)

CONTINUED

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5. I suggest that we can overhaul the facilities we've got in this communication and increase its present minimal effectiveness, while at the same time reducing the costs in time and money, overall, involved - by the following action:

6. a. The Office of Personnel continues and completes its survey, and makes adjustments in Bulletin Board locations so that the optimum service can be rendered the Agency audience, throughout. Undoubtedly, the number of boards can be cut to less than 60.

b. The present boards be removed, and replaced with new-style boards fitted with glass fronts and locks. The only person(s) able to service these boards will be authorized by the Employee Services Division, Office of Personnel. No one else in the Agency will be able to post a postage stamp on these boards - the lock is the "key to Security", as well as the guarantee of professional, neat, effective maintenance.

c. Form 478, BULLETIN BOARD NOTICE, or its equivalent, will continue to be used for the employee's message; however, it will be prepared by the individual in a ~~size~~ copy, typewritten, and sent to the Employee Services Division. That Division will reproduce, on the first of each month, all ~~ads~~ received during that month - by mimeograph, ditto, photo-offset, etc., the process may be determined, as well as the size and format of the "ad" sheet, when this system goes into effect - and will then proceed to clear, or order the network of Bulletin Board agents established throughout the Agency buildings to clear, the "old" ads off the locked boards and post up the "new" material.

d. Employee Services Division will permit no material, other than employee-origin material, to be posted on the controlled boards. Anything "official" will be relegated to the other boards which now exist throughout the Agency and are serviced by the General Services Administration. These latter boards, I am informed, are not a present responsibility of Employee Services Division, and specialize in " Hatch Act" warnings.

e. The Office of Security representative will, the first of each month, official clear for posting every ad sheet destined for publication, thus providing, for the first time to my knowledge, a tight security control over Bulletin Board material.

7. In the absence of the existence of the AGENCY NEWSLETTER, I suggest that this suggested system, or one comparable in concept to it, is the best answer to providing meaningful service to Agency employees who have a manifest need to "communicate".

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Supplement to 2429

The following information was submitted by telephone by suggester to Executive Secretary, Suggestion Awards Committee on 23 July 1956 to supplement his suggestion 2429 which is now being evaluated by OP:

Please add to paragraph 6 of this information and consider it as part of my suggestion. All telephone calls concerning notices which employees want posted are to be made to one number in Employees Services Branch of OP. One person would be assigned to service this telephone, give out information concerning posted items, and serve as a clearing house for all such calls either from sellers or potential buyers. All advertisements would be numbered, and the responsible Employees Services Branch would be charged with the duty of keeping the master file current. The original poster of adds would be responsible for notifying Services Branch when the item was sold or no longer available for whatever reason. This information would be immediately posted to the master copy of the notice in Services Branch, and at the end of the month the notice would be cleared from the bulletin board.

Thus, all calls concerning posted notices would be made to one point with consequent reduction in number of calls received by the seller after the item was sold or rented. This feature should provide for better service to both buyers and sellers, a significant reduction of telephone calls and a sure method of keeping posted information current. This should also decrease the security hazards under the present system. Another by-product would be the fact that notices would receive wider distribution in all buildings instead of just in those which the posting employee would visit personally.

CONTINUED ON REVERSE SIDE

FORM NO. 244 REPLACES 37-164  
OCT 54 WHICH MAY BE USED.

SECRET

Suggestion No. 2445

Date of Suggestion: 17 July 1956

25X1A

[REDACTED] WE Division GS-15

A. Summary of the Suggestion:

It is suggested that a survey be made, particularly in Buildings I, J, K, L of any windowed rooms being used for conference rooms. At same time survey "dead rooms" and establish these as conference rooms and thus have additional livable space for office space.

(It's a morale problem when some people work in crowded conditions and see good space sit idle for a day and week never used.)

B. Executive Secretary's report of this case:

1. With respect to Suggestion No. 2445, a survey has been made in Temp I-J-K-L Buildings to determine the feasibility of relocating present conference rooms with windows into areas without windows.

2. The following information was obtained during a recent survey:

- a. There are 10 independent conference rooms; three are located in window areas and seven in windowless areas. (The areas used by OTR for training and interview purposes were not included in the survey.)
- b. It is not feasible to relocate the conference rooms with windows to windowless areas, because of the space required for large scale briefings, indoctrinations, motion pictures, etc.
- c. Many of the windowless rooms, other than those occupied by personnel, presently house files, supplies, etc. and PBS Char Force equipment, supplies and other facilities.

3. As indicated above the proposal is already in effect to the greatest possible extent, therefore suggestion 2445 makes no additional contribution.

C. Recommendation of the Executive Secretary:

Disapproval.

SECRET

CIA INTERNAL USE ONLY  
Suggestion No. 2458 16 October 1956

Date of Suggestion: 27 July 1956

25X1A

Medical Staff Clerk GS-5

A. Summary of the Suggestion:

Suggester proposes that the Agency Interdepartmental Dial Code Number "143" appear on all telephone instrument number cards. Also, that the suggestion be considered for general usage throughout the government.

B. Evaluation of the Concerned Office:

The Office of Logistics on 21 September 1956 stated the following:

"The question of such a service was referred to Management Officials of the local Chesapeake and Potomac Telephone Company for consideration and the following information received.

"This suggestion has been evaluated by the telephone company numerous times and is considered to be impractical from both an economic and operational standpoint for reasons set forth:

"The Executive 3 on the number card is preprinted and furnished to all customers serviced by the Executive 3 office. The 6115 and extension numbers are stencil impressed to meet the specific requirements. The addition of the Interdepartmental dial code number would make obsolete all of the present size stencils in that they do not allow sufficient space to imprint the proposed dial code listing. Additionally, the initial cost of installing the over 150 thousand number cards involved and subsequent installation of new cards whenever an agency code number is changed makes the cost of the proposed service prohibitive. NOTE: During the past year approximately fifteen agency dial code listing changes have taken place."

C. Recommendation of the Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

CONFIDENTIAL

Suggestion No. 2524

Date of Suggestion: 12 September 1956      25 October 1956

25X1A

[REDACTED]      Office of Personnel      Personnel Clerk GS-6

A. Summary of the Suggestion:

Suggester proposes that a desk-top receptacle for classified waste be supplied for use. This receptacle would be about 1/3 the height of the present "Secret Classified Waste Only" bag and be made of paper.

B. Evaluation of the Concerned Office:

The Office of Security on 22 October 1956 stated the following:

"The regulation white paper bags, with red band lettered with the legend "SECRET - CLASSIFIED WASTE ONLY," were designed for desk or table top use, either by individual employees or by office groups.

"These bags can be modified by cutting off the white portion above the red band and will then fulfill the four requirements of Employee Suggestion No. 2524 in all essential points.

"The only difference between a cut-down bag and the model submitted with Suggestion 2524 would be in height a matter of five (5) inches. This is not considered to be of sufficient advantage to justify the purchase and issue of the suggested bag."

C. Recommendation of the Executive Secretary:

Disapproval.

CONFIDENTIAL

SECRET

Suggestion No. 2541

25 October 1956

Date of Suggestion: 24 September 1956

25X1A

[REDACTED] Communications GS-13

A. Summary of the Suggestion:

Financial Property Accounting Procedures establish a method whereby depot property accounts are checked by accounts maintained by finance officers. The comparison of the two accounts pertaining to the same stock and the subsequent search for causes of disparity have cost many man-hours.

Industry controls its production through data obtained by sampling. Many inspections are based on samples. The reliability of the data and the best methods of sampling are determined by statistical studies. Some organizations are applying to their stock and inventory problems controls developed by statistical analysis. Management and consultant engineers have given this matter considerable attention. I have heard that one such consultant firm, the John I. Thompson & Company, was hired by GSA to straighten out the [REDACTED] (not ours).

25X1A

It is suggested that methods of applying statistical controls to stock record accounts be studied, hiring consultants if necessary, in order to improve the costly time-consuming procedure now in effect.

B. Executive Secretary's Report of this case:

25X1A

It is assumed that suggestion pertains to Financial Accounting Procedures for property as covered by [REDACTED] 25X1A [REDACTED] which is applicable to field activities. The mechanics of accounting for property, as established by Agency regulations and implementing handbooks, are consistent with normal practices throughout

Government organizations. The proposal specifically indicates the use of sampling methods for accounting which is contrary to any accepted principle utilized by an organization in accounting practices. It is recognized that sampling methods are utilized in production or quality control operations throughout industry and rightfully so. This system satisfies and accomplishes the desired objectives. Our accounting problem within the organization is not a matter of production or quality control, but establishes records to insure control and proper utilization of Government property.

The difficulties being experienced in financial accounting procedures which are indicated in the suggestion are primarily the result of human errors on the part of clerical personnel in the performance of their functions and not due to the mechanics of the system. It is, however, recognized that the system as presently established is not "letter perfect" and the Office of Comptroller, as well as Office of Logistics, is constantly re-evaluating procedures to accomplish further simplification and to increase the effectiveness of the procedure.

C. Recommendation of the Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

Suggestion No. 2546

Date of Suggestion: 25 September 1956      25 October 56

25X1A

[REDACTED] Office of DD/P Clerk Typist GS-5

A. Summary of the Suggestion:

Suggerster propose that when space safe is limited that covers of discarded cardboard letter size Letterex boxes be used for maintaining a file of 5" x 8" cards. The Letterex box covers require less space safe than the space-consuming, attractive wooden file boxes.

B. Evaluation of the Office Concerned:

The Office of Records Management Staff on 18 October 1956 stated the following:

"Disapproval is based on the following three factors:

1. A discarded Letterex box is not a stable container for handling records.

2. Unless there are sufficient cards to fill the box there is no practical means of keeping the contents upright.

3. Cards could be mutilated if heavy material is placed top while in the file drawer for night storage.

A more practical solution of the problem would be the use of open face steel card trays that suspend crosswide from the sides of a letter, or legal size file drawer. If letter size files are in use the space taken up by the permanent trays would be no greater than that taken up by a Letterex box (8 $\frac{1}{2}$  x 11 $\frac{1}{2}$ ).

The cross-filing card trays are standard equipment and can be secured to fit either a legal or letter size drawer and for 3"x5", 4"x6" or 5"x8" cards. The space consumed in "width" and "depth" will vary with the size card in use. These trays are portable and can be easily lifted from the file drawer for use on a desk.

C. Recommendation of the Executive Secretary:

Disapproval.

SECRET

Suggestion No. 2972

Date of Suggestion: 3 October 1956

25X1A

A. Summary of the Suggestion:

Suggester proposes that frontdoor stickers be furnished for Consolidated Charities contributors. He feels that this will show that a person has contributed, and it will reduce the number of callers asking for contributions.

B. Executive Secretary's report of this case:

Charities and welfare organizations participating in the Consolidated Charities Campaign are providing door or window stickers for contributors to their specific campaigns.

The United Givers Fund, presently conducting the first united campaign in the Washington metropolitan area, was somewhat tardy in providing stickers but they are now on hand and available through the respective vice-chairmen of major Agency components.

National health agencies and other welfare groups are expected to provide similar items of recognition at such time as their campaigns are conducted -- probably early in 1957. These stickers will also be made available at that time to contributors through the Consolidated Charities organizational structure.

C. Recommendation of the Executive Secretary:

Disapproval.

SECRET

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~~SECRET~~

26 October 1956

MEMORANDUM FOR SUGGESTION AWARDS COMMITTEE

SUBJECT: Suggestion No. P-2453

This suggestion was returned from "Round Robin" with  
requests by all three Committee members that [REDACTED]  
explain reasons for rejection of this idea.

25X1A

[REDACTED]  
Executive Secretary  
Suggestion Awards Committee

25X1A

MEMORANDUM

20 June 1956

TO : Chief, Personnel Division, FE Support Base

FROM :

SUBJECT: Employee Suggestion

1. I suggest that the Agency expand the use of abbreviations in cables to include a code letter, or letters, for commonly used phrases. A survey of Support Base cables indicates a great quantity of cables which really amount to form letters. World-wide the Agency must send thousands of Arrival cables alone, with similar numbers of Departure, Shipment of HHE, and other "form" notices. The Commercial cable and telegraph companies use a similar idea in their cut-rate Birthday Greeting and other "stock" messages.

2. Sufficient data is not available here to determine the best means of applying this idea to our specific purposes, but for illustration purposes only a simple letter code such as the following would permit the savings indicated on the attached three samples:

- A - Arrived this post
  - B - Departed this post
  - C - Commence Post Differential
  - D - With Dependents
  - E - Employee last paid through
  - F - Future Salary to be paid to ~~Stateside~~ Allottee
  - G - Will arrive your post
  - H - Home Leave
  - I - etc.
- (AA, AB, AC, etc. if necessary.)

Approximately 75% of the message can be reduced to a few letters with the use of such "form letter" type of cables.

ILLEGIB

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USE LETTEREX TO MAKE  
COPIES, IF THEY ARE  
REQUIRED.

NOT

SUGGESTION NUMBER

E 2453

## EVALUATION OF EMPLOYEE SUGGESTION

TO: EXECUTIVE SECRETARY,  
INCENTIVE AWARDS COMMITTEE      FROM: Chief, Communications Security Division

## ACTION RECOMMENDED

- |                 |  |
|-----------------|--|
| INDICATE ACTION | 1. ADOPT FOR USE. (DATE ADOPTED _____)   |
| RECOMMENDED BY  | 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW) |
| PLACING ACTION  | 3. DISAPPROVED FOR ADOPTION.   |
| NUMBER IN BOX   | 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.      |
|                 | 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____)                      |
|                 | 6. OTHER (SPECIFY BELOW)   |
|                 | 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)                                     |

## REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

1. The suggestor proposed that the Agency expand the use of abbreviations in cables to include the use of code symbols to replace commonly used phrases. The suggestor particularly emphasized the use of symbols for administrative type cables which many times are repetitive in nature such as ETA cables, shipment of household effects cables, and so forth. We believe that the idea of reducing repetitive phrases is fundamentally a good one and should be actively in effect by all originators of such cables. However, we have found that rather than establish "a code symbol system" a severe editing of such cables will produce better and more practical results.

2. The problem of reducing text is a continuing one and has only recently resulted in the major components of the Agency with the Signal Center introducing a cable writing course. This particular suggestion will not aid the program in any way.



CONTINUED ON ATTACHED SHEET

DATE

SIGNATURE OF EVALUATING OFFICIAL (TYPE NAME AND TITLE)

Chief, Communications Security Division

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102  
150 To be determined

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SECRET

24 October 1956

Suggestion No. 1686

Date of Suggestion: 29 March 1955

25X1A

[REDACTED] WH Division

Operations Officer(PP)  
GS-14

MEMORANDUM FOR SUGGESTION AWARDS COMMITTEE:

The attached suggestion has been processing for some time and is considered by us to be a problem. Nobody seems willing to adopt it, and a Committee member did not agree to disapproving it for adoption when circulated on Round Robin.

It is suggested that the Committee members review the attached material and recommend to the Executive Secretary a disposition of the suggestion.

My reaction is that the idea has failed to "sell" itself to the point of being adopted after reasonable circulation and therefore should be rejected. It seems to be a good idea, which comes before its time, as no one will adopt it even on a trial basis.

[REDACTED]  
25X1A

Executive Secretary  
Suggestion Awards Committee

*Disapproved*

25X1C

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# Office Memorandum

Approved For Release 2001/07/31 : CIA-RDP80-00832A000300010009-4 UNITED STATES GOVERNMENT

TO : Chairman, Suggestion Awards Committee

DATE: 4 October 1956

FROM : Chief, Procurement Division

SUBJECT: Procurement Division Beneficial  
Suggestion Program

25X1A

1. A program stressing the importance of employee participation in Division improvement was initiated during Fiscal Year 1956. The major purpose of the program is to improve internal operations of the Division. Suggestions are made directly to the Division Chief without review or screening by supervisors, which permits all members of the Division to be reached. All of the suggestions submitted during Fiscal Year 1956 were from supervisors except two by [redacted]. A total of twenty-one were received and evaluated by a committee consisting of the Chief, Procurement Division, Deputy for Contracts, Deputy for Purchases, Special Assistant to the Chief, Procurement Division and the person submitting the suggestion. A meeting date and time of each Monday at 2:00 p.m. was established for this program. The suggestor presents the suggestion and a general discussion results with a decision made as to the disposition of the suggestion. If the suggestion needs direction, it will be given by the Committee. Follow-ups are maintained on actions to be taken and adopted suggestions are put into effect as soon as possible. The program has been kept before the Division by means of a periodic Division newsletter stressing the importance of the program.

2. Attached hereto as you requested are a list of suggestions submitted during Fiscal Year 1956 with action taken by the Committee. Two suggestions were submitted to the Incentive Awards Committee for awards since they appeared to be beyond the responsibilities of the suggestor's present position.

3. The suggestions received for action during Fiscal Year 1957 totals twenty-eight at this time, and contributions have been made by all parts of the Division.

4. Because of the success of the program in this Division, it is suggested that a similar program could be applied to other Divisions.

UL b 5835

SUBJECT: Procurement Division Beneficial  
Suggestion Program

and Staff within the Agency.

25X1A

Attachments

2 lists of suggestions

Distribution:

Orig. & 1 - Addressee  
1 - PD file (Official)

25X1A

OL/PD: [REDACTED]:djo/745 (4 October 1956)

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Approved For Release 2001/07/31 : CIA-RDP80-00832A000300010009-4

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : [REDACTED]  
25X1A

DATE: June 25, 1956

FROM :

SUBJECT: Suggestion

It appears that on frequent occasions there are demands for  
clerical help in particular to carry heavy files, which may be  
of considerable weight, from office to office.

It is suggested that consideration be given towards the  
provision of one or more small, mobile carriers to be located in  
an accessible area for use in transporting bulk files.

TJ:ifl